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Director  
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## **MEMORANDUM**

**TO:** All State Agencies  
**FROM:** OA Accounting  
**RE:** Cash Transfers  
**DATE:** June 2, 2005

Effective with the FY06 SAM II Financial System availability in the month of July, 2005, we will utilize the capabilities of the system for agency entry of appropriated cash transfers documents (TV). The current procedure of sending paper requests to OA Accounting will no longer be necessary. Some of the advantages of this paperless procedure are:

- Agency control of the transfer request with OA Accounting final approval.
- Agency retention of a copy of the TV supporting documentation for quick and easy reference.
- Upon OA Accounting application of the final approval to the TV document, your agency will receive a notification via Workflow. This notification specifies the TV document number and is sent to the individual who entered the TV document.
- The transfer process is electronic and will decrease the current turnaround time.

The TV document Coding Instructions are located on the SAM II Financial website at <http://services.state.mo.us/mo/samii/fin/> under Policies and Procedures; Financial Policies and Procedures; Coding Instructions Y; T; Transfer Voucher (TV) for your use beginning with FY06 document processing.

Your agency will also control the TV document error correction process. Agency staff can contact their OA Budget and Planning analyst for assistance with allotment and/or cash errors. If assistance is needed to resolve other types of errors, the agency customer service coordinator may contact OA Accounting at [OASAMIITVDOCS@oa.mo.gov](mailto:OASAMIITVDOCS@oa.mo.gov).

The agency can apply the first three levels of approval. The statewide TV document approval requirements on the SAMII Financial System Approval (APRV) table, effective with FY06 document processing, is YNNNY (1<sup>st</sup> and 5<sup>th</sup> level approvals are required.) Agencies may require the 2<sup>nd</sup> and 3<sup>rd</sup> levels of approvals by sending an email to the OA Information Technology Services Division (ITSD) at [Financial@oa.mo.gov](mailto:Financial@oa.mo.gov).

Prior to the submission of TVs to OA Accounting, ensure the document is in PEND5 status. When the document is at PEND5 status, please send an email to OA Accounting at [OASAMITVDOCS@oa.mo.gov](mailto:OASAMITVDOCS@oa.mo.gov). If the notification is received by noon, we will attempt to take the document to accept status on the same day. Include the TV document number, the transfer appropriation house bill number, the transfer amount and request that the TV be taken to ACCPT status. TV documents at a PEND5 status will generally be processed within one to two days of receipt in OA Accounting. If the approval of a TV document is needed immediately, please state in the email that the TV document must be accepted into the system by (give specific date). When the TV document processing is an emergency request, you should also contact OA Accounting at [OASAMITVDOCS@oa.mo.gov](mailto:OASAMITVDOCS@oa.mo.gov).

OA Accounting will apply the final level of approval when a TV document is in PEND5 status and the document has been reviewed. TV document approval requests received from an agency when the document is not in PEND5 status will be returned to the agency.

An agency can request TV document security authority by sending a completed Agency Security Request form to: OA, ITSD Security Coordinator. Please enter the TV document security request in the Comments section of the security form. Ensure that you include data entry and/or approval levels and organization number in the Comments section. To ensure TV document security authority exists when the SAMII Financial System is available for FY06 document processing, the deadline date for the submission of Agency Security Request forms to ITSD is June 24.

To assist with TV document processing, agencies can establish a TV document template on the Suspense (SUSF) File. The use of a TV document template is not required. However, some agencies may find a template beneficial.

OA Accounting will work with ITSD to establish an Automatic Document Numbering (ADNT) table entry for each state agency. The statewide document numbering prefix established on the ADNT is TVXX. XX is the two digit fiscal year and will be updated each year on the ADNT table. For example, the FY06 ADNT entry for the Office of Administration is 300 TV06. OA Accounting and ITSD will attempt to set an ADNT table entry for each agency. Please check the ADNT table when the system is available for FY06 document processing. If at that time, your agency's ADNT entry is missing, please ask your departmental security coordinator to submit an ADNT table request update for your agency.

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator may contact OA Division of Accounting for assistance.

tv/oper/transferdocumentprocessing